

NOTES

Space

It was recognized in 1966 that the space allocated for ORD would be inadequate in 1967. Mr. Blake, who at that time was Executive Officer, stated this and remarked that additional appropriate space would be needed at the time of the move to Ames Bldg. In spite of our attempts to resolve this problem with Logistics Services, we still have not been given adequate assurances of space as of 7 June 1967. Although DD/S&T Staff officers visited our location and confirmed the urgent need, they have not made any steps to my knowledge to assist us in resolving this problem.

Personnel

A memorandum by [ ] in response to Mr. Chapman's memorandum addressed to the Executive Director-Comptroller, is unresponsive as well as inaccurate. The current critical personnel situation is by no means a result of management in ORD but reflects decisions by higher management during the past two years.

a. I would like to remind the Directorate that our shortage in secretaries to support staff functions is a direct result of a willful decision on the part of the former DD/S&T to centralize staff support at the DD/S&T level. As a result, ORD did not forecast nor intend to provide extensive staff support. Regardless of the reasons, the DD/S&T has decided to decentralize its staff support to ORD and has provided us with a Security Officer with slot, plans to give us a management staff slot, and has concurred in our augmenting our Admin and B&F Staff. At no time have they provided us with the secretarial slots to support the augmented staff.

b. ORD forecasted in 19\_\_ that they would reach their approved T/O strength and indeed have done so every year. We requested a T/O [ ] for FY 6\_\_ in anticipation of increased staffing needs for IPRD. The Bureau of the Budget, in an unusual step, recommended that ORD's T/O be [ ] Agency management chose to cut that T/O back to [ ] In recognition of the problem that this would create, particularly with respect to operating the equipment in the

IPRD, we recommended and the DD/S&T endorsed our actions, to augment the IPRD through the use of contract personnel as a stop gap measure. This we have done. Again, no provision has been made to provide adequate secretarial help. Forecasts for future fiscal years, contrary to [ ] state-  
ment, have reflected these increased needs as follows:

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c. [ ] has recommended that we accomplish our ends through internal ORD action. I presume that he means that we rid technical officers and establish the vacated slots with secretaries. It seems to me that there are a number of other possible solutions to the problem. I leave <sup>this</sup> to the DD/S&T Staff to explore. In any event, I am not disturbed by the prospect that the Executive Director-Comptroller or the DD/S&T may find criticism with ORD planning. If this be the case and the facts bear it out, ORD management will take full responsibility for its errors of omission or commission. If, on the other hand, it should turn out that we have been inadequately supported in our attempts to solve this difficult problem, perhaps other actions are required.